

Film makers' code of practice

This document is based on the Code of Practice used by the Bath Film Office

Date 28th October 2019

Natural Environment Department



(Constantine Bay)

Any filming* undertaken and any liability therefore is the sole responsibility of the production company and its employees.

*Whenever this document refers to film, the term includes all other visual media such as films, television, commercials, drones, cable, satellite, corporate videos, music videos and photography shoots.

Permissions and Information

No filming activity should take place until permissions have been granted by all the relevant parties. The production company must ensure that all those affected by filming have been consulted and informed of arrangements. Wherever possible, Notice of Intent to film should be given after initial location recce or with productions with a short lead-in time, notice of at least one week should be given. This is essential if filming requires any form of traffic management.

1) Cornwall Council must be informed via the filming application form of all filming activity due to take place on public or private property within their area and provided with details of the following:

- Public Liability Insurance for at least £5 million
- Risk Assessment
- Purchase order number if applicable
- Name of production company
- Type of production
- Contact details
- Scale of the production in terms of the personnel and vehicles
- Removal of and change to the street furniture
- Use of cranes, cherry pickers, aircraft, track, low loaders, 'A' Frames and other potentially hazardous equipment in a public place
- Parking of production vehicles on double yellow lines, meter bays or residents bays
- The use of special effects: rain, snow, wet downs and stunt work
- Filming involving children or animals
- Adequate public liability insurance and other relevant insurances
- A traffic management plan, where applicable.

2) Local police must be informed of filming activity within their districts. In addition to advising the police of points contained in 1 above, special guidance should be sought with the following:

- The staging of crimes, accidents or use of firearms.
- The dressing of artistes in police uniforms. It is an offence to impersonate a police officer and cast should be asked to cover such uniforms in between takes.

3) Emergency Services must be notified of filming activity and access for emergency vehicles must always be maintained during location filming. Where relevant the Emergency Services should be duly advised of:

- Impersonation of ambulance staff or use of pseudo ambulances (Ambulance Service)
- Special effects, fires or explosions (Fire Brigade)
- Impersonation of fire officers or use of pseudo fire tenders (Fire Brigade)

4) If the beach is patrolled then the lifeguards must be informed prior to the event taking place.

5) Film-makers should ensure that location owners and adjacent properties are:

- Kept fully informed of the intentions of the production company whether they are used for filming or not.
- Given a reasonable site rental fee in accordance with the budget of the film.
- Issued with an approved location contract which clearly states the terms agreed between themselves and the production company.
- Given details of any art department requirements including dressing and construction.
- Written Notification (letter drop) should be carried out at least seven days prior to the first day on location. If less than seven days then a representative from the company should personally discuss their intentions with all relevant property owners.

6) Proof of adequate public liability insurance (£5 million) and any other relevant insurances should be made available on demand to anyone affected by the location filming activities of the production company/ Cornwall Council will require a copy of the company's public liability insurance document.

7) Cornwall Council should always be advised of any filming activity due to take place on Cornwall Council owned land.

8) All Drone filming will be conducted by a qualified person who has passed the Civil Aviation Authority (CAA) qualification and all drone filming will take place in accordance with CAA guidelines. The licensee shall supply to the Licensor a copy of all certification of qualification before drone filming takes place.

Health and Safety

It is the responsibility of the production company to ensure that its employees and contractors comply with current Health and Safety regulations when filming on location.

1) All locations must be assessed for risk and hazard. Where necessary a Health and Safety professional should be consulted and a full Risk Assessment report should be compiled and circulated to all employees, contributors and contractors.

2) A person qualified in first aid should always be present during filming.

3) Any traffic control deemed necessary should be undertaken by qualified personnel who are Chapter 8 approved. Whilst on the public highway, all members of the production team must wear high visibility vests or jackets.

The Environment

- 1) That no launch of lanterns or balloons shall take place, this includes all airborne launched lanterns, latex balloons and similar free-floating devices that are not under control once launched, any such device containing a naked flame, fuel cell, helium gas or similar elevation mechanism and includes any item described as biodegradable.
- 2) The Licensee should look at reducing the use of single use plastic and overall carbon footprint whilst filming and use alternatives instead.

Respect for residents and members of the public

Film-makers on location are visitors and should be sensitive to the community in which they are working. Members of the Public should be treated with courtesy and consideration at all times.

- 1) All neighbouring residents and businesses affected by filming should be given no less than seven days' notice by letter of filming arrangements in their area. If the notice period is less than seven days then the representative of the production company should contact, in person, any affected property owners.
- 2) Noise should be kept to a minimum, especially during unsociable hours (normally 2200 - 0800). Silent generators should be used as much as possible; if this is not possible then the sound must be baffled or integral with the location vehicle.
- 3) Crew members should aim to dress decently at all times and in all weathers. Dress codes imposed on particular locations for religious or other reasons must be adhered to.
- 4) Crew and cast should refrain from using lewd, offensive or discriminatory language.
- 5) Crew members should keep access to homes and businesses clear at all times, unless otherwise negotiated with the individuals concerned.
- 6) Lighting and other equipment must not cause a hazard to the general public. Cables should be flown to a height of 2.6m above the footway and 5.2m above the carriageway or covered with matting when crossing pavements. Where appropriate warning cones and hazard tape should be used.
- 7) No danger should be caused by the dazzle of lights.
- 8) If filming activity blocks a footway, an alternative safe and supervised route for pedestrians must be provided.
- 9) In certain circumstances, alternative parking arrangements for residents should be provided if parking permit holders are affected by parking restrictions, caused by filming.

Observing Designated Areas

Film-makers' activities should be limited to areas and times for which permission has been granted.

- 1) Production vehicles should be parked where agreed at pre-arranged times. Engines should be switched off on arrival. Cast and crew should not park in the immediate vicinity of a location unless spaces are provided. Crew vehicles should not be parked on pavements or kerbs.
- 2) Drinks and meals should be taken only in designated areas.
- 3) No smoking areas must be observed. Where smoking is allowed, cigarettes must be extinguished in the ashtrays provided by the company.
- 4) Crew members must not trespass on to neighbouring property or enter areas of a location which the owner has stipulated may not be used for filming.

Care of the Location

Film-makers are guests on a location and must treat both public and private property with the utmost respect.

- 1) Rubbish bins should be made available by the company and must be cleared regularly. It is the responsibility of the production company to ensure that all rubbish is cleared from the location immediately. Green film-making guidelines are available on the webpage: we are Albert: <https://wearealbert.org/>
- 2) Protective materials or dust sheets should be provided where appropriate to cover furniture and flooring for interior filming.
- 3) Objects belonging to the location must not be moved or removed without the owner's express permission.
- 4) All signs or property removed or disguised for filming purposes must be reinstated upon completion of filming. All signs posted to direct the company to location or unit base must be removed after filming. If they are not removed then there will be an additional charge to remove them.
- 5) The company must make good any damage or mess caused by its activities immediately after filming and must notify all parties concerned. This includes adjacent public and private property that may be indirectly affected by materials used to dress the highway. For example, extraneous dust due to bad weather.
- 6) Whenever necessary the company must ensure that the location and its environs are protected by security staff.

7) The crew member responsible for the location should check it thoroughly before departure to ensure that the property has been restored to its original state and that any evidence of filming activity has been removed.

Reporting

1) The Licensee shall be responsible for the correct storage and use of any personal data obtained during the filming and this shall be taken to include all necessary consents and permissions are obtained by the Licensee for the reuse of personal data.

2) Cornwall Council monitors filming across Cornwall through completing the filming application form.

3) In certain circumstances Cornwall Council, the police and other emergency services or location owners may deem it necessary to impose additional stipulations on film makers, these would be detailed in the approval letter which is issued before filming takes place.

Document information

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Natural Environment Service

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Alternative formats

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